



Fulton County WEX Fuel Card Approval and Receipt Acknowledgment

Facilities Operations has approved your WEX Fuel Card Application. We are pleased to present you with a WEX Fuel Card. Receipt of this card represents the County's trust in you as the Department WEX Administrator, drivers you authorize to use this card, and our willingness to empower you as a responsible employee of the County and our belief in your ability to safeguard and protect our assets in compliance with the WEX Fuel Card Program Policy.

Employee Card Number _____

VIN# _____

Vehicle Plate # _____

Vehicle Year and Model _____

I acknowledge the receipt of a Fulton County WEX Card:

WEX Department Administrator

Signature _____

Date: _____

I acknowledge the receipt of fuel card training and or view with understanding of Fulton County WEX Fuel Card Power Point on how to utilize Fulton County WEX Fuel Card: Employees utilizing this WEX fuel card agree and understand the fuel purchase is for Fulton County's Fleet vehicles only when the county's fuel sites are not available within 25 miles: I understand that under no circumstances will I use the WEX Fleet Card to make personal or non-work-related purchases, either for myself or for others. A personal or non-work-related purchase with the intent to reimburse the County is unacceptable and shall be considered a fraudulent purchase. Both Employee and Department leadership signatures have read and agreed to biannual viewing of onsite WEX Card Purchasing Video, entering of accurate odometer readings, and adhering to these rules of usage, and all other rules relating to the WEX card and the County Personnel Policies on the misuse of County property or funds.

Employee's Signature _____

Date: _____

WEX Department Administrator Signature _____

Date: _____

Delivery and release of the Fulton County WEX Card:

WEX Administrator: _____ Date: _____